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ISSUED AT QUARTERLY INTERVALS.

VOL. I. NO. 1. *MARCH, 1897.* WHOLE NO. 1.

A BIBLIOGRAPHY OF MUNICIPAL ADMINISTRATION AND CITY CONDITIONS.

BY ROBERT C. BROOKS.

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HERBERT CLOW, COMMITTEE ON MUNICIPAL ADMINISTRATION,
52 WILLIAM STREET.

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The problems of Municipal Administration which have so rapidly developed during the last few years demand careful and thorough study on the part of the people as prerequisites to their correct solution. These problems have recently been forced upon the attention of the citizens of New York and vicinity by the pending consolidation of the cities about this port into a "Greater New York." The Municipal Administration Committee of the Reform Club has been engaged for some time in the collection of a reference library (now numbering 1,000 volumes) on the subjects included within the scope of its work, and in other ways has prepared itself to push educational work on municipal affairs, and to aid in the creation and organization of public sentiment in favor of the most efficient and beneficent administration of city affairs. Among the subjects to which attention will be given are those of Finance, Assessments for Benefit, Franchises, Transportation, Public Works, Gas and Water Supply, Electric Lighting, Schools, Charities, Hospitals, Prisons, Docks, Street Cleaning, Police, Protection against Fire, Parks, Markets, Excise, Libraries, Museums, Amusements, Public Art, (including Music, Paintings, Statuary, Monuments, etc.),—and other matters within, or proposed to be included within, the scope of municipal administration.

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ANNOUNCEMENT.

The "Civic Renaissance," as the recent widespread revival of interest in municipal affairs has been aptly termed, is not confined in its expression to practical politics. The best work in many ways that it has yet accomplished has been educational in its nature. A number of able volumes have been added to the literature of the subject within the last few years, while the current issues of our great magazines and reviews contain valuable contributions that reach multitudes of readers. Specialization however has not yet proceeded so far as to produce a large periodical entirely devoted to the consideration of city problems from the standpoint of the taxpayer and citizen. With the present issue of MUNICIPAL AFFAIRS the Committee on Municipal Administration of the Reform Club begins the publication of such a journal to appear at quarterly intervals. Each issue will contain one or more extensive studies of some phase of municipal government by recognized authorities. Shorter articles dealing with questions of immediate interest, book reviews and other departments suggested by the needs of the time will supplement the more extended studies.

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A BIBLIOGRAPHY OF MUNICIPAL ADMINISTRATION

AND CITY CONDITIONS.

"*Knowledge is of two kinds. We know a subject ourselves or we know where we can find information upon it. When we enquire into any subject, the first thing we have to do is to know what books have treated of it.*"—SAMUEL JOHNSON.

The whole body of literature on the general subject of Municipal Administration and City Conditions is already extensive and is increasing with a rapidity which is sufficient evidence of a great and growing public interest. But being scattered through scores of periodicals and hundreds of volumes, which for the most part devote a comparatively small portion of their space to distinctively municipal problems, the task of finding what has been published on any given subject is difficult and tedious. It is with the hope that access to such literature may be made more easy for the great numbers of those interested in the problems of cities that the following Bibliography of Municipal Administration and City Conditions has been prepared.

The Bibliography consists of a Subject Index and an Author List. In the first the references are arranged alphabetically, either separately or under general topics. In the author list the names of authors are given in alphabetical order, the titles of the works of each being given in chronological order under his name. References to periodical literature are made generally by volume and page numbers. The abbreviations are the same as those used in Poole and in the Annual Literary Indexes. No attempt has been made to include publications of 1897. A list of the magazines to which more frequent references are made will be found at page

v, and a list of the principal topics of the subject list at page vii. The prices of books quoted have been taken from the Annual Publisher's Catalogues. Purchasers for libraries or in quantities can generally obtain reductions, ranging from 10 to 33 1/3 per cent.

As to the scope of the bibliography, while recognizing the necessary limitations of a work of this sort, an attempt has been made to include the books, pamphlets and periodical literature of the United States, Great Britain, Germany, France, Italy, Austria and Spain. The students of municipal affairs in this country have long recognized the great value of a thorough acquaintance with the experience of British and Continental Cities in solving the same problems, and for that reason references to foreign literature have been made as complete as possible. At the same time no trouble has been spared to include all relevant American publications, even to the smallest pamphlets. The more important federal and state documents containing material useful to the student of city government and conditions have been thoroughly indexed. Formal accounts and routine reports of cities and reform organizations have not been included except in cases where specially important matter justifies mention. Care has been taken to refer under the proper heading to separate chapters or sections on important subjects not indicated in the general titles of books, pamphlets and magazine articles.

Altogether, this bibliography contains some 6,000 entries. In the author list 2,300 separate titles are arranged under the names of 1,400 different authors, 1,900 of the titles are in the English Language (about one-fourth of them being British) 150 in French, 120 in German, 80 in Italian and 50 in Spanish. In addition to repeating all the titles contained in the author list under one and sometimes under two or three topical headings the subject list also contains references to 1,000 anonymous works.

The Committee acknowledges its indebtedness to the many who have so freely given their assistance in making the present work as complete as possible.

NEW YORK, Feb. 1st, 1897.

PERIODICALS AND ABBREVIATIONS.

American Architect, Boston.....Am. Arch.
American Economic Association Publications, Baltimore, Md.....Am. Econ. Assoc.
American Gas Light Journal, New York.....Am. Gas Light J.
(American) Journal of Social Science, Boston.....Am. J. Soc. Sci.
American Journal of Sociology, Chicago.....Am. J. Sociol.
American Law Review, St. Louis, Mo.....Am. Law R.
American Magazine of Civics, New York.....Am. M. Civics.
American Statistical Association Publications, Boston.....Am. Statis. Assoc.
Andover Review, Boston.....Andover R.
Annals of the American Academy of Political and Social Science, Philadelphia.....Ann. Am. Acad. Pol. Sci.
Architectural Record, New York.....Arch. Rec.
Architectural Review, Boston.....Arch. Rev.
Architecture and Building, New York.....Arch. & Buil.
Arena, Boston.....Arena.
Atlantic Monthly, Boston.....Atlan.
Banker's Magazine, New York.....Bank. M. (N. Y.)
Blackwood's Magazine, Edinburgh.....Blackw.
Century, New York.....Cent.
Charities Review, New York.....Char. R.
Chautauquan, Meadville, Pa.....Chaut.
City Government, New York.....City Govt.
Contemporary Review, London.....Contemp.
Cosmopolitan, New York.....Cosmopol.
Dublin Review, London.....Dub. R.
Eclectic Magazine, New York.....Ecl. M.
Economic Journal, London.....Econ. J.
Economic Review, London.....Econ. R.
Edinburgh Review, Edinburgh.....Ed. R.
Educational Review, New York.....Educa. R.
Electrical Engineer, New York.....Elec. Eng.
Electrical Review, New York.....Elec. Rev.
Electrical World, New York.....Elec. World.
Engineering Magazine, New York.....Engin. M.
Engineering News, New York.....Engin. News.
Engineering Record, New York.....Engin. Rec.
Fire and Water, New York.....Fire and Water.
Fortnightly Review, London.....Fortn.
Forum, New York.....Forum.
Garden and Forest, New York.....Garden & F.
Good Government, Washington, D. C.....Good Govt.
Harper's Magazine, New York.....Harper.
Harper's Weekly, New York.....Hrprs. Wkly.
International Review, New York.....Internat. R.
Johns Hopkins University Studies in History, etc., Baltimore, Maryland.....J. H. Univ. Studies.

JOURNAL OF THE ASSOCIATION OF ENGINEERING SOCIETIES, Philadelphia.....J. Assoc. Engin. Soc.
JOURNAL OF THE FRANKLIN INSTITUTE, Philadelphia...J. Frankl. Inst.
JOURNAL OF POLITICAL ECONOMY, Chicago.....J. Pol. Econ.
JOURNAL OF THE STATISTICAL SOCIETY, London.....J. Statis. Soc.
LEND A HAND, Boston.....Lend a H.
LESLIE'S WEEKLY, New York.....Leslie's Wkly.
LIBRARY JOURNAL, New York.....Lib. J.
LIPPINCOTT'S MAGAZINE, Philadelphia.....Lippinc.
LONGMAN'S MAGAZINE, London.....Longm.
MACMILLAN'S MAGAZINE, London.....Macmil.
MUNICIPAL ENGINEERING, Indianapolis, Indiana.....Mun. Engin.
MUNICIPALITY AND COUNTY, Buffalo, N. Y.....M. & C.
NATION, New York.....Nation.
NATIONAL REVIEW, London.....National.
NEW ENGLAND MAGAZINE, Boston.....New Eng. M.
NEW REVIEW, London.....New R.
NINETEENTH CENTURY, London.....19th Cent.
NORTH AMERICAN REVIEW, New York.....No. Am.
OUR DAY, Boston.....Our Day.
OUTLOOK, New York.....Outlook.
OVERLAND MONTHLY, San Francisco, Cal.....Overland.
POLITICAL SCIENCE QUARTERLY, New York.....Pol. Sci. Q.
POPULAR SCIENCE MONTHLY, New York.....Pop. Sci. Mo.
PROPORTIONAL REPRESENTATION REVIEW, Chicago.....Pro. Rep. Rev.
PUBLIC OPINION, New York.....Pub. Opin.
QUARTERLY JOURNAL OF ECONOMICS, Cambridge, Mass.....Q. J. Econ.
QUARTERLY REVIEW, London.....Quar.
RAILROAD GAZETTE, New York.....Railroad Gaz.
REAL ESTATE RECORD AND GUIDE, New York.....Real Estate Rec. & G.
REVUE DES DEUX MONDES, Paris.....Rev. d. deux Mondes.
REVIEW OF REVIEWS, New York.....R. of Rs.
SANITARIAN, Brooklyn.....Sanitarian.
SANITARY RECORD, London.....San. Rec.
SATURDAY REVIEW, London.....Sat. R.
SCIENTIFIC AMERICAN, New York.....Sci. Am.
SCIENTIFIC AMERICAN SUPPLEMENT, New York.....Sci. Am. Sup.
SCRIBNER'S MAGAZINE, New York.....Scrib. M.
SPECTATOR, London.....Spec.
STREET RAILWAY JOURNAL, New York.....St. Ry. Jour.
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TRANSACTIONS OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS, New York.....Trans. Am. Soc. Civ. Engrs.
VAN NOSTRAND'S ENGINEERING MAGAZINE, New York.....Van Nos. Eng. M.
WESTMINSTER REVIEW, London.....Westm.
YALE REVIEW, New Haven, Connecticut.....Yale R.

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City Lectures.

Under the above general title a movement has been projected intended to present to the people of all the communities of Greater New York, as working units of city government, what has been accomplished by the best governed cities of the world. The City Lectures are intended to be instructive and constructive, rather than critical, and are absolutely non-partisan.

The plan adopted is a series of six lectures (richly illustrated by the stereopticon) covering generally the entire range of municipal government, as follows: "This Great City," "The City's Housekeeping," "The City's Schooling," "The City's Traffic," "The City's Pleasuring," and "The City's Purse."

The following syllabi will indicate the character of these lectures. All communications should be addressed to

ARTHUR W. MILBURY, Secretary City Lectures Committee,
No. 170 Bleecker Street, New York.

SYLLABI OF THE CITY LECTURES.

1. "THIS GREAT CITY."

Population of Greater New York nearly as large as the Nation at its birth.—Only four States with larger population.—Area, 317 square miles; Population, 3,500,000; Wealth, 3,000 Millions of Dollars; Manufactured Products, 1,200 Millions of Dollars yearly.—Greater City Debt, 276 Millions of Dollars.—Annual Expenditures, 60 Millions of Dollars.—U. S. Urban population 1/30 of the total in 1800, and 1/3 of the total in 1900.—General growth of urban population due to Machinery and Transportation bringing about Industrial Concentration followed by Social Congestion.—Relief by expansion of territory, extension of city advantages and rapid and cheap transit.—City Government, while promoting Industrial and Commercial development should conserve the most favorable conditions of living.—The problems and functions of cities are common to all and differ only with local conditions.—City Government is Housekeeping on a large scale, not Statecraft on a small scale.—Administration vs. Legislation.—Certain Mistakes of the Past.—Provisions of the new Charter.—Needed: Individual interest and activity to supplement official conduct.—The City belongs to the citizens and will be just what they make it.

2. "THE CITY'S HOUSEKEEPING."

The City a Family of families.—Its Government touches the individual at every point from birth to marriage, death and burial.—First need of family, Housing.—The Public Works Department gives access to habitations.—The Building Department regulates construction.—The Health Department and Sanitation.—Vital Statistics.—Public Baths, Laundries, and Lavatories.—Fire and Police protection.—Necessities in the House, Water.—Evolution of the Public Water System.—Food and Clothing.—Public Markets.—Light, etc.—After supplying needs, must dispose of waste.—Street-Cleaning and Sewerage.—Disposition of garbage, etc., here and abroad.—The utilization of refuse.—The Family in Sickness.—Public Charities, Asylums, Hospitals, etc.—The Pauper.—Help men to help themselves.—Bureau of Labor Registration.—Emergency Labor.—Cwsmer, Public Administrator.—Good Housekeeping essential to City's prosperity.—Everybody's business.—Active Co-operation needed.

3. "THE CITY'S SCHOOLING."

Education as an Investment.—Increasing human values.—preventive of Crime.—Schools vs. Prisons.—The Department of Education, its history and jurisdiction.—Elementary Education, Kindergartens, Primary Schools, Grammar Schools, High Schools.—Manual training.—Technical education.—School Architecture and Decoration.—School-houses as lecture halls.—New York's Public School Free Lectures for the People.—Co-operating Educational agencies.—Free Libraries.—Appropriations for schools and Libraries.—Reformatories and Prisons.—School Prevention better than Prison Cure.

4. "THE CITY'S TRAFFIC."

Physical conditions determine lines of traffic.—New York as a great Commercial center.—Its Port, Harbor, Docks, and Internal Water-Ways.—The utilization of its rivers for internal communication.—Ferry development.—Bridge development.—Street system adapted to growing traffic.—Economy of an adequate street system.—Local transportation, development from omnibus to electric car.—Overhead, surface and underground systems of the world.—Congested traffic a serious drawback to commercial progress.—Rapid transit of merchandise as well as people a pressing necessity.—The improvement of waterfront streets.—The Underground City.—Proposed Subway system in connection with Rapid Transit Tunnel.—The extension of New York (by vertical railways, elevators).—Tall buildings a development of business.—Consequent reduced sidewalk and street capacity for traffic, diminished light, impure air.—(A) By Rapid Transit extending to suburbs, carrying freight and passengers at very low expense.—The traffic requirements of Greater New York.

5. "THE CITY'S PLEASURING."

Advantages of New York as a residence.—Its incomparable basins of water should minister to the pleasures of the city.—Needed expert artistic advice in laying out city.—Wide, tree-lined streets with attractive vistas.—Statues, Fountains and their location.—City Architecture.—Museums and Art Galleries.—Free Recreation.—Swimming Baths, Gymnasiums, etc.—The Parks, where and what they should be.—Zoological and Botanical Gardens, Aquariums.—Pier Gardens, Playgrounds, etc.—All such pleasures are recreative in the best sense of the word.—Make better citizens.—Are profitable moral and financial investments.—Their provision is a Civic Duty.

6. "THE CITY'S PURSE."

New York as an agent of the State.—As an Independent corporation.—How the Purse is filled.—Sources of the City's revenues.—How taxes are levied.—The General Fund.—Sinking Funds.—Bonds and Taxes.—How the Purse is emptied.—Legislature.—Board of Estimate and Apportionment.—Comptroller.—Chamberlain.—The Annual Budget.—The City's Debt and what it represents.—Profitable Investments vs. Extravagance and Robbery.—The City's Wealth.—Cash Value of City Franchises.—What the City has, and what it might have for its money.—Legislative outlay of the City's money.—Home Rule.

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